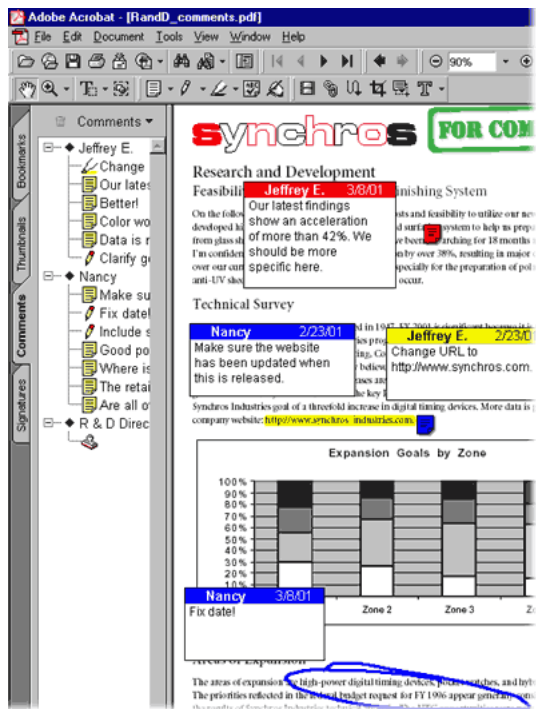


Adobe Acrobat 5.0

# Speed up review through simultaneous online review and commenting

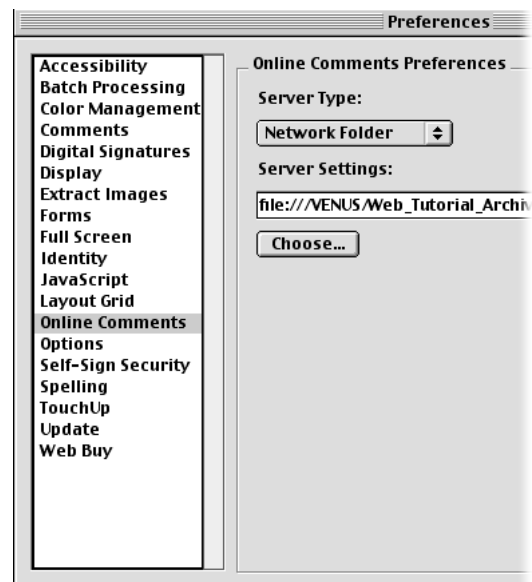
With Adobe® Acrobat® 5.0, you can dramatically streamline the document review process by electronically adding comments to an Adobe PDF document that has been posted on a server for your review, and by reading the comments other reviewers have made to the same document. You can even make your own copy of the document for offline commenting, and then upload comments to the online version of the document.



## 1. Verify your preferences.

Online review and commenting begins when the person posting a review document provides you with a path or URL where the document is located. You may also be notified of the server type.

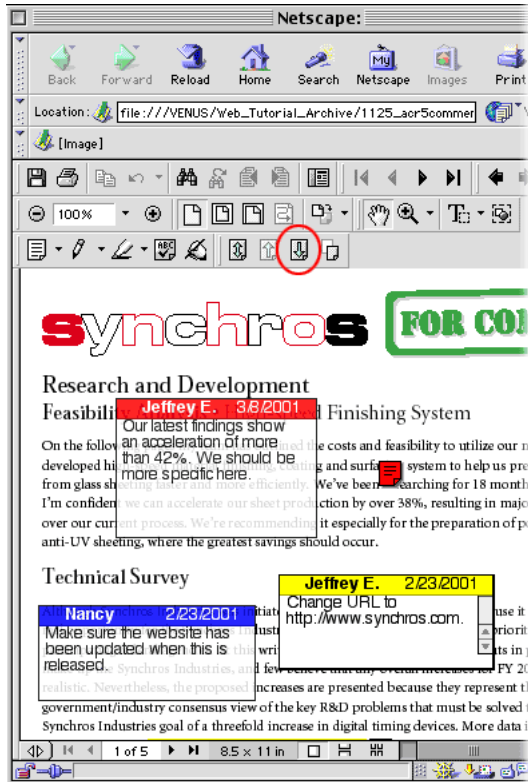
To enable online review and commenting in Acrobat 5.0, choose Edit > Preferences > General > Online Comments, and select the correct Server Type from the pop-up menu. Type or paste the server location—the URL or path—into the Server Settings box, or click Choose to browse to the server and document location.



## 2. Review other's comments.

Open a Web browser and locate the URL of the document you want to review. The document will open in an Acrobat window in your browser containing all of the comments and review and commenting tools.

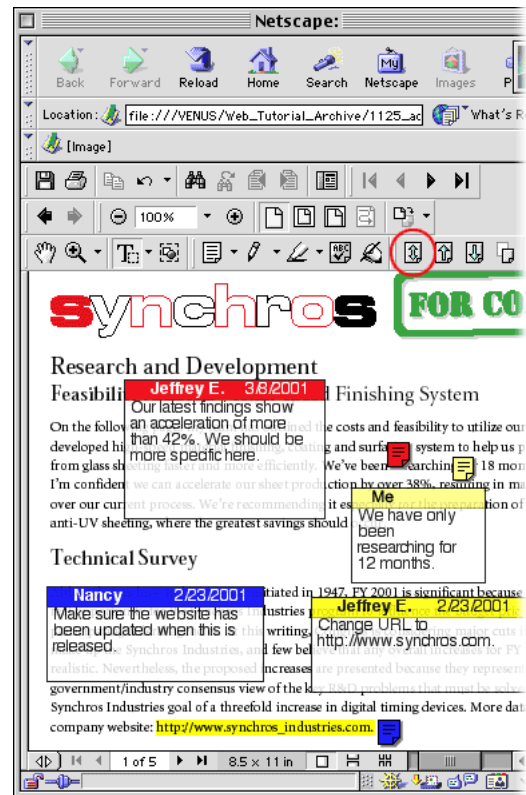
Click the Download Comments button to download any recently saved comments to your open document.



## 3. Add your own comments to the document.

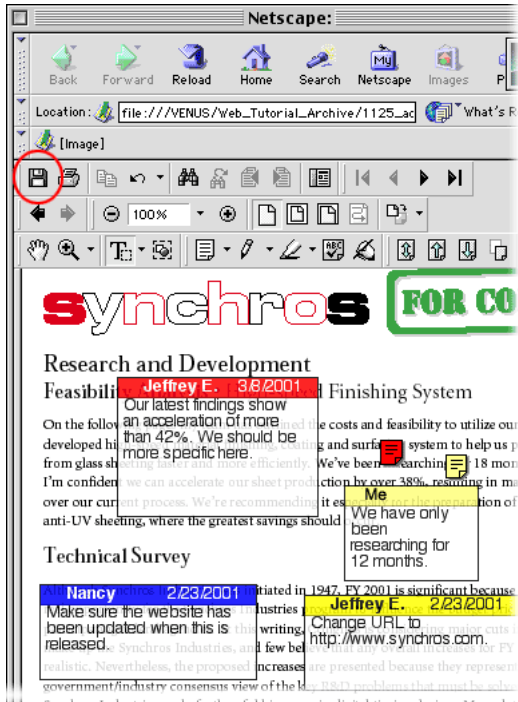
Add comments using the review and commenting tools. (See the "Adding Comments" chapter of the Acrobat 5.0 online Help for more information.) To make your comments available to other reviewers, click the Upload Comments button to upload your comments to the server.

You can click the Upload and Download Comments buttons at any time as you work to upload your comments and retrieve any new comments that others may have uploaded during your review session.



#### 4. Save a copy for offline commenting.

If you will be unable to access the server while creating your comments, click the Saves A Copy Of The File button on the Acrobat toolbar to save a local copy of the document you are reviewing. You can open this document in Acrobat 5.0 and use the review and commenting tools outside of the Web browser. Later you will upload your new comments to the server.



#### 5. Upload offline comments to the server.

Open your browser application. In Acrobat, choose File > Upload Comments. The document opens in the browser window, with a message that your comments have been uploaded.

